

Office of Mayor Kathy Taylor

The internship is open to undergraduate, graduate and professional students with strong writing skills and an interest in public service. The program offers a unique learning experience, opportunity for growth and develops a broader understanding of public service.

To be considered for this internship you must be at least a college sophomore. Your application packet must include all the items listed below.

Be sure to provide complete and accurate information to prevent any delays in the application process. Course credit is at the discretion of the student's home university.

Please submit your application materials via regular mail or fax.

Office of Mayor Kathy Taylor

ATTN: Monroe Nichols

200 Civic Center

Tulsa, OK 74103

Fax: (918)596-9010

Your application packet must include the following:

- Internship application form
- Current resumé
- Letters of recommendation (2 total)
- Essay responses
- Copy of class schedule for semester applying

If you have any questions please contact Monroe Nichols:

Monroe Nichols

Phone :918-596-7664

Fax: 918-596-9010

monichols@cityoftulsa.org

Office of Mayor Kathy Taylor

Application Form

Description: Interns will assist Mayor Taylor and her staff with day-to-day operations. This includes: Answering constituent letters, data entry, researching relevant issues, greeting visitors, giving office tours, and staffing the Mayor at external events. All interns are unpaid.

Session Applying for: (Check one)

Summer 2007 (May 15 – Aug. 15) – applications due April 1 _____

Fall 2007 (Aug. 15 – Dec. 15) – applications due July 1 _____

Spring 2008 (Jan. 15 – May 15) – applications due Dec. 1 _____

Full Name: _____

Date of Birth: ____-____-____

Home Address _____

Home: ____-____-____ Cell: ____-____-____

E-mail address: _____

Citizenship: Are you a citizen of the United States? (Circle one) Yes No

If not, what type of Visa do you hold? From what country? _____

Are you a resident of Tulsa? Yes No

Availability on weekdays from 8 a.m. to 5 p.m.: _____

On a separate sheet of paper, please complete each of the following essay questions in 500 words or less.

1) What attributes do you have that will allow you a successful career in public service?

2) What do you feel is the greatest obstacle facing Tulsa today?

I swear, to the best of my knowledge, that all information contained herein is true and accurate.

Signature _____ Today's Date _____